

DIVISION OF SERVICES FOR THE BLIND  
SPECIAL BOARD MEETING MINUTES  
TELECONFERENCE  
FEBRUARY 4, 2008

DSB BOARD MEMBERS PRESENT

Kara Aaron  
Sharon Berry  
Angyln Franquemont  
Lori Hunter  
Nola McKinney  
Irma Nelson  
Dickie Walker

EX-OFFICIO MEMBERS PRESENT

Ramona Sangalli

DSB BOARD MEMBERS ABSENT

James Johnson

EX-OFFICIO MEMBERS ABSENT

Jim Hill  
Ann Moore  
Sandy Rowland

DHS Representatives: Steven Jones, Larry Stricklen, Kevan Williams

Attorney General's Office Representative: Erika Gee

Governor's Office Representative: None

DSB Staff Present: Katy Morris, Carolyn Holbrook, Coral Virden, Charlie Cain-Davis, Jim Pearson, Mary Cabaniss, Kandy Cayce, Tanya VanHouten, Dorothy Brooks, Scott Murphy

**CALL TO ORDER.** Chairman Nola McKinney called the meeting to order.

**APPROVAL OF 12/08/07 MINUTES.** Motion was made by Ms. Lori Hunter to approve the minutes. Mr. Dickie Walker seconded the motion. ***Motion passed.***

**EXPLANATION OF REASONS FOR ADVANCING THE TIME LINE FOR RECRUITMENT OF A NEW DSB DIRECTOR**

Chairman McKinney reported that she called the special board meeting to move forward with the process of recruitment of a new DSB Director upon encouragement from Governor Beebe. DHS Deputy Director, Steven Jones, emphasized that the Governor shared the board's sensitivity to the memory of Mr. Hudson, but felt that delayed recruitment was not in the best interest of the agency. He added that DHS Recruitment will be a resource to the board to do whatever is needed to advertise the position, screen

and organize applications, etc., and then submit the information to the board for its recommendation to the governor.

**REVIEW AND DISCUSSION OF JOB ADVERTISEMENT** - The director position will be advertised in the statewide newspaper and on the websites of American Foundation of the Blind (AFB), National Federation of the Blind (NFB), American Council of the Blind (ACB), Association for Education of Rehabilitation of the Blind and Visually Impaired (AER), National Council of State Agencies for the Blind (NCSAB) and other websites related to the field of blindness or national and local recruitment. Mr. Larry Stricklen, head of the DHS Recruitment Office, will handle the advertisement process. It was agreed that the closing date for applications would be March 1, 2008.

**APPOINTMENT OF BOARD COMMITTEE TO REVIEW APPLICATIONS** - Chairman McKinney appointed Vice-Chairman Sharon Berry, Board Secretary Irma Nelson, and herself to the board Applications Review Committee, since the three officers represent the Board Executive Committee. Also, Mrs. McKinney asked ex officio board member Mrs. Kara Aaron to serve on the committee since she has worked with DSB and is familiar with agency operations and policy, which will assist the committee. Mrs. McKinney noted that, although ex officio members do not vote in board meetings, it is permissible for them to serve and vote on committees. The committee will utilize DHS Recruitment to advertise the position and collect, organize and screen the applications. Committee members will then review applications of the top candidates and recommend them to the board for interview, selection and subsequent recommendation to Governor Beebe. Mrs. McKinney will serve as Chair of the committee. Mrs. Berry made a motion to approve the proposed methodology for recruiting the new Director with the addition that the committee will report its progress to the board at the March 8, 2008 Board meeting. Ms. Lori Hunter seconded the motion. **Motion Passed.**

**DISCUSSION OF ANY ADDITIONS OR CHANGES TO THE SEARCH PACKET** Chairman McKinney noted that the Functional Job Description for the new Director (attached as a formal part of these minutes) had been distributed to the Board in preparation for today's discussion. She added that it was important that the successful applicant have some experience in working in the field of blindness. Mrs. McKinney continued that DHS Recruitment will receive the applications and screen candidates into three categories: Category A will include applicants possessing the best educational and experience qualifications compared to the Job Description and having experience in the field of blindness; Category B will be those candidates meeting better than minimum qualifications; and Category C will be applicants who meet only minimum standards.

INTERVIEW PROCESS – Mrs. McKinney noted that DHS Recruitment will assemble a list of interview questions based on the Knowledge, Abilities and Skills required in the Job Description, and submit them to the board committee for approval. All applicants will be asked the same questions, and be subject to the same formal scoring process. DHS will also forward to the committee the list of candidates for Category A and related documentation. The committee will review the documentation for Category A. If Category A contains a surplus of highly qualified candidates, the committee will recommend the top candidates from Category A to be subsequently interviewed by the board. Upon board approval of the interview list from Category A, the committee will schedule the interviews and participate in the selection process along with the remaining members and ex officio members of the board. DHS representatives Mr. Jones and Mr. Stricklen will participate to advise the committee on details of state recruitment procedures. Following interviews, the voting board will score the top candidates and select one or more names to be recommended to Governor Beebe as the new DSB Director. Governor Beebe will then confirm the new Director.

Mrs. McKinney thanked Mr. Jones and Mr. Stricklen for their assistance in the process, and called for questions or additions to the recruitment plan. Mrs. Berry made a motion that experience in the field of blindness be stated in the advertisement as a requirement, rather than a preference. Ms. Nelson seconded the motion. **Motion Passed.**

The next board meeting is scheduled for 10:00 a.m. Saturday, March 8, 2008, at the Department of Human Services, Donaghey Plaza South Building, First Floor, Conference Rooms A and B. It was agreed that the board Applications Review Committee, including Mrs. McKinney, Mrs. Berry, Ms. Nelson and Mrs. Aaron, will meet at 9:00 a.m., March 8, in DSB Room 1294, along with Mr. Jones and Mr. Stricklen to review whatever Category A documentation has been forwarded for committee review at that time.

The meeting was adjourned.

Respectfully Submitted,

Irma Nelson  
Secretary

Attachment: [DSB Director Functional Job Description](#)